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## **Local Health Departments (LHD)**

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### **Random Moment Time Study**

# What is Random Moment Time Study (RMTS)?

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- A valid random sampling technique that measures the participant's time performing work activities
- The “Moment” represents one minute of time that is randomly selected from all available moments within the quarter
- Statewide time study sample

Regardless of the LHD the time study participant is located, once the moment has occurred, please logon to STAIRS and respond to the series of questions documenting the activity being performed and the name of the entity.
- Significantly reduces staff time needed to record participant activities



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# Overview - Purpose of RMTS

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To determine the percentage of time the LHD incurs assisting individuals to access medically necessary Medicaid funded services

Medicaid Outreach

Medicaid Eligibility Determination

Medicaid Referral, Coordination, and Monitoring

Medicaid Staff Training

Medicaid Transportation

Medicaid Translation

Medicaid Program Planning, Development & Interagency Coordination

Medicaid Provider Relations

To reasonably identify staff time spent on activities during the given quarter.



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# Overview - Time Study Activities

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**Direct Medical** – Providing care, treatment and/or counseling

**Outreach** – Informing students, families and groups about available services

**Eligibility** – Assisting students or families with the Medicaid eligibility process

**Referral, Coordination, and Monitoring** – Making referrals, coordinating and/or monitoring activities on a student's Individualized Educational Plan (IEP)

**Staff Training** – Coordinating, conducting or participating in training pertaining to medical or Medicaid services

**Translation** – Arranging or providing translation to a student or family to access medical or Medicaid services

**Transportation** – (Exclude bus drivers) aides and monitors accompanying students in need of personal care services or arranging transportation to medical services

**Program Planning, Development & Interagency Coordination** – Developing strategies to improve the coordination and delivery of medical or Medicaid services

**Provider Relations** – Activities to secure and maintain Medicaid providers



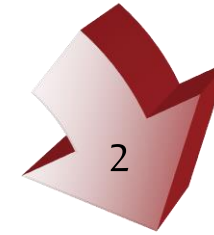
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# Overview- RMTS Process

HHSC contractor codes moment



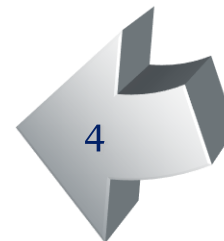
RMTS Contact identifies pool of time study participants



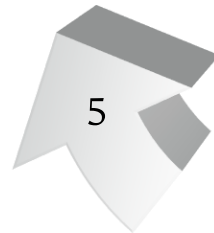
HHSC Contractor identifies pool of available time study moments



HHSC Contractor randomly matches moments and participants



RMTS Contact ensures selected participants are trained



Participant responds to selected moment by answering moment online



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# Requirements for RMTS

## In order to participate, you must...

- Time Study Periods (Federal Fiscal Quarters)

1st Quarter - October, November, December

2nd Quarter - January, February, March

3rd Quarter - April, May, June

4th Quarter – July, August, September

- To claim MAC must participate in time study.
- Participant List (PL) must be certified for entity to participate in the random moment time study (RMTS).
- To be included on the MAC claim the position must be included on the PL.
- A statewide response rate of 85% for RMTS moments is required.
- Mandatory annual training for RMTS Contact and participants is required.



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# Requirements - Important Dates

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| Event | Opens/Begins | Closes/Ends<br>(6 p.m. CT) |
|-------|--------------|----------------------------|
|-------|--------------|----------------------------|

## Participant List (PL)

|                |            |            |
|----------------|------------|------------|
| 1st Quarter PL | 08/14/2020 | 09/15/2020 |
| 2nd Quarter PL | 09/16/2020 | 12/15/2020 |
| 3rd Quarter PL | 12/16/2020 | 03/15/2021 |
| 4th Quarter PL | 03/16/2021 | 06/15/2021 |

## Time Study (TS)

|                |            |            |
|----------------|------------|------------|
| 1st Quarter TS | 10/01/2020 | 12/31/2020 |
| 2nd Quarter TS | 01/04/2021 | 03/31/2021 |
| 3rd Quarter TS | 04/01/2021 | 06/30/2021 |
| 4th Quarter TS | 07/01/2021 | 09/30/2021 |



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# Requirements - Training

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- Each RMTS Contact must complete HHSC training annually
- RMTS contacts are required to complete only one HHS annual initial training and then are eligible to take “refresher” trainings.
- Initial training must be interactive and therefore must be conducted via Face-to-Face, Webinar, Skype or Teleconference
- Refresher training may be conducted via CD's, videos, web-based and self-paced training
- HHSC recommends that all participating LHD's have at least 2 employees attend mandatory RMTS Contact training
- Trained RMTS contacts are responsible for training Time Study (TS) participants annually
- MAC Financial Contact training is mandatory and held separately



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# PL - Development

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- At the beginning of each quarter only the trained RMTS Contact provides in STAIRS a comprehensive list of staff eligible to participate in the RMTS.
- Once PL is closed you cannot add/delete a participant nor change position/function category.
- Every time the PL is updated, it is also certified.

The RMTS Contact must open the PL and click the “certify the PL” button prior to the deadline, even if there are no changes to the participant list from the previous quarter.



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# PL - Development

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An accurate PL is a critical part for ensuring eligibility for MAC

If an LHD does not update/certify its PL by the deadline:

They are ineligible to submit a MAC claim for that quarter

Reminder e-mails will be sent only to those LHDs that have not certified their PL.

The PL provides a basis to identify the positions that may be included in the MAC claim



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# Email Messages

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Types of Communication managed predominantly via e-mail, i.e.:

- RMTS moment notifications and follow ups
- Participant list updates
- Compliance follow-ups
- MAC Financial notifications and follow-ups

Role in Fairbanks dictates what messages you receive

It's critical that your LHD authorize your e-mail system to accept emails from Fairbanks.

Confirm with your IT staff to make sure that e-mails with [info@fairbanksllc.com](mailto:info@fairbanksllc.com), and [@hhsc.state.tx.us](mailto:@hhsc.state.tx.us) extensions pass through firewalls and spam filters.



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# Contact Information

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## Time Study

Richard Baylie - **Director**

(512) 490-3194

Ri-Chard Thomas – **Team Lead**

Alexandra Young – **Rate Analyst**

## E-Mail Address

[TimeStudy@hhsc.state.tx.us](mailto:TimeStudy@hhsc.state.tx.us)

## Website

<https://rad.hhs.texas.gov/time-study/time-study-lhd-training-information>

Fairbanks, LLC.

(888) 321-1225

[info@fairbanksllc.com](mailto:info@fairbanksllc.com)



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# Thank you

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Time Study Unit